

FUNDING ALERT



Government of the District of Columbia
Vincent C. Gray, Mayor
 Office of Partnerships and Grant Services
 Mayor's Office of Community Affairs
 300 E Street, NW
 Washington, DC 20001
<http://opgs.dc.gov>

Volume 16, Issue 17

April 29, 2013

TECHNICAL AREA	OPPORTUNITY NAME	PAGE
News	OPGS Information	2
Government of the District of Columbia Opportunities	Electronic Grants Clearinghouse	3
Nutrition	Medical Nutrition Therapy and Home Delivered Meal Services (DOH)	3-4
Health/Miscellaneous	Preventive Health and Health Services Block Grant (DOH)	4
Community Engagement	St. Elizabeth's East Summer Programming (DMPED)	4
Youth/Safety	National Training and Technical Assistance Center for Youth in Custody (DOJ)	4-5
	Youth Violence Training and Technical Assistance (HHS)	5
Social Services	Services for Victims of Human Trafficking (DOJ)	5
Education	STEM-Based Education Programs	5-6
Health	AIDS Issues	6
Youth Services	DC YouthLink Service Coalition	6
Families/Social Services	Develop and Operate a Family Support Center	6
Miscellaneous Services	Education & Welfare Programs for At- Risk Children	7
Employment	Job Readiness, Placement and Socio-Entrepreneurial Pilot Program	7
Arts/Cultural	Promote Interest in Jazz, Theater & Dance	7
Miscellaneous Veteran Services	Services for Wounded Veterans and their Families	8
Additional Opportunities	Additional Funding Resources and Announcements	8
	Previous Funding Resources and Announcements	8-10

*Note- press ctrl and left click to jump directly to opportunities of interest.

FUNDING ALERT

NEWS YOU CAN USE

**THE OFFICE OF PARTNERSHIPS AND GRANT SERVICES HAS RELOCATED TO
300 E STREET, NW (3rd STREET SIDE OF JUDICIARY SQUARE)**

UPDATE Grant Information Resource Center (GIRC). The Grant Information Resource Center (GIRC) registration form is now live on OPGS' website. The GIRC provides technical assistance and information about resources that improve community services in the District of Columbia for its "customers" -District government, nonprofit, and faith-based representatives. The primary focus is to assist customers who either lack computer access or the knowledge to best use their existing computer technology to strengthen their organizations. The GIRC is open Mondays, Wednesdays, and Fridays, 10 a.m.-12 p.m. and 2 p.m.-4 p.m., by appointment only. For additional information call 202-727-8900. **You can use the following link to schedule an appointment online for the GIRC**
<https://docs.google.com/a/dc.gov/spreadsheet/viewform?formkey=dF81dmswMVB4Q01xbkVqbG5URXhyeGc6MQ#gid=0>

SPECIAL ANNOUNCEMENT. The Office of Partnerships & Grant Services (OPGS) is excited to announce the launch of its new website. OPGS' website has moved from an antiquated platform to a new, easier to use platform that provides a more citizen centric design, with a contemporary look and feel that visitors should experience when coming to a District website. The change of platform does not affect OPGS' website address; you can still find OPGS at www.opgs.dc.gov. To view the current and previous editions of the Funding Alert, please follow this link – [Funding Alert](#) on the website.

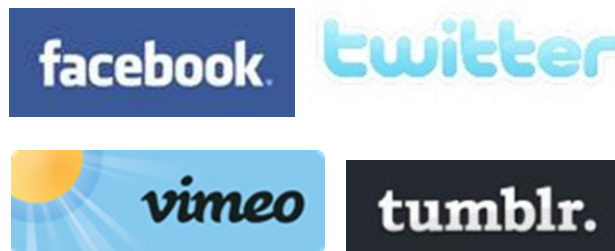
Funding Alert: If you would like to post an announcement in the Funding Alert, contact Pat Henry at pat.henry@dc.gov. All back issues of the funding alert can be found at www.opgs.dc.gov.

District Grants Clearinghouse: District agency grant opportunities are listed in the Funding Alert. These opportunities can be found on the Office of Partnerships and Grant Services website at www.opgs.dc.gov. All information that should be posted to the Clearinghouse should be sent to dcgrants@dc.gov.

State Single Point of Contact (SPOC): The Office of Partnerships and Grant Services is the DC SPOC. The application is available online on OPGS's website at www.opgs.dc.gov select State Single Point of Contact. If you need additional information call (202) 727-0946.

Contracting Opportunities with the District of Columbia Government: If you are interested in business/contracting opportunities with the District of Columbia Government visit the Office of Contracts and Procurement website at www.ocp.dc.gov and follow these instructions: click on "Solicitation"; click on "List All Opportunities" and finally click on "Electronic Solicitations". For additional information contact Ajaya.Damireddy@dc.gov

VISIT US ON



FUNDING ALERT

Government of the District of Columbia Opportunities

Electronic Grants Clearinghouse

The Office of Partnerships and Grant Services is the clearinghouse for the Government of the District of Columbia's grant programs. Notices and application packets are available for the following notices at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse> .

District Agency	Funding Opportunity	Deadline
Department of Health	Ryan White HIV/AIDS Treatment Extension Act of 2009 Part A & B	May 23, 2013
Office of Victim Services	Crime Victim Assistance Grant Program LOCAL Appropriation (LOCAL)	May 31, 2013
	Sexual Assault Services Formula Grant Program (SASP)	May 31, 2013
	The Services*Training*Officers*	May 31, 2013
	Prosecution (S*T*O*P) Violence Against Women	May 31, 2013
Commission on the Arts and Humanities	Art/Cultural Activities	June 17, 2013
Justice Grants Administration	Community-Based Truancy Reduction Grant	May 31, 2013
	Consolidated JGA Grant Opportunities	May 31, 2013

Additional Government of the District of Columbia Opportunities

Medical Nutrition Therapy and Home Delivered Meal Services (DOH). *Department of Health* announces funds to support programs that will provide medical nutrition therapy and meal service delivery to homebound residents suffering from a chronic disease(s) including cancer, diabetes, cardiovascular disease, renal disease and HIV/AIDS.

Eligibility: Nonprofit organizations, for-profit organizations other than small businesses and small businesses

Deadline: 5/30/2013

Pre-Application Meeting Information: A pre application conference will be held at the CHA offices, 899 North Capitol Street, NE, 3rd floor Room 306 May 16, from 11:30 am to 1 pm.

Funds: \$675,000

Contact: Amelia Peterson-Kosecki at (202) 442-9140

FUNDING ALERT

Website: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>

Grant ID: GD5014

Preventive Health and Health Services Block Grant (DOH). *Department of Health* announces funds to provide innovative services that will implement programs which promote improving proper nutrition, reducing weight, increasing physical activity, and increasing oral health education and awareness to improve chronic disease outcomes. The Request for Application (RFA) release date for is May 10, 2013.

Eligibility: Public and state controlled institutions of higher education, nonprofit organizations, faith-based organizations and private institutions of higher education

Deadline: 6/10/2013

Pre-Application Meeting Information: A pre-application conference will be held at 899 North Capitol St., NE, 3rd Floor Conference Room, 306, May 17, 2013 at 10:00 am to 12:00 Noon

Funds: \$200,000

Contact: Sherry Billings at (202) 442-9173 or sherry.billings@dc.gov

Website: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>

Grant ID: GD5015

St. Elizabeth's East Summer Programming (DMPED). *Office of the Deputy Mayor for Planning and Economic Development* announces funds to provide four to six summer events at the St. Elizabeth's East campus geared towards local residents and visitors. The goal is to specifically engage the local Ward 8 community in activities on the St. Elizabeth's East campus, provide an opportunity for residents and visitors to learn about St. Elizabeth's East and the development of the innovation hub, engage the community in events that encompass civic, humanities, and technology-focused educational components. The Request for Applications will be released on May 6.

Eligibility: Nonprofit organizations

Deadline: 5/17/2013

Funds: Awards available up to \$100,000

Contact: LaToyia Hampton, at or latoyia.hampton@dc.gov

Website: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>

Grant ID: GD5020

Federal Opportunities

National Training and Technical Assistance Center for Youth in Custody (DOJ). *Department of Justice* announces funds to provide evidence-based training and technical assistance to help assure the safety, security, and rehabilitation through the specialized and age appropriate methods required by the population of youth in custody.

Eligibility: City or township governments, special district governments, public and state controlled institutions of higher education, state governments, nonprofit organizations, private institutions of higher education, for-profit organizations other than small businesses, small businesses and DC government agencies

Deadline: 5/20/2013

FUNDING ALERT

Funds: \$400,000 available for awards
Contact: Justice Information Center at (877) 927-5657 or JIC@telesishq.com
Website: www.grants.gov
Grant ID: GD5016

Youth Violence Training and Technical Assistance (HHS). *Department of Health and Human Services* announces funds to develop and provide training and technical assistance to local health departments and their partners in 12 high-risk communities to address high rates of youth violence.

Eligibility: Public and state controlled institutions of higher education, state governments, nonprofit organizations, faith-based organizations, private institutions of higher education, for-profit organizations other than small businesses, small businesses and community-based organizations.
Deadline: 6/24/2013
Funds: \$3,750,000 available for awards up to \$750,000
Contact: CDC/PGO at (770) 488-2700 or pgotim@cdc.gov
Website: www.grants.gov
Grant ID: GD5022

Services for Victims of Human Trafficking (DOJ). *Department of Justice* announces funds comprehensive array of services for all trafficking victims, or specialized services for trafficking victims and support efforts to increase the capacity of communities to respond to victims through the development of interagency partnerships and professional training, public outreach, and awareness campaigns.

Eligibility: City or township governments, state governments, nonprofit organizations and DC government agencies
Deadline: 6/10/2013
Funds: Seven awards available up to \$700,000
Contact: Olivia Grew at (202) 616-8803 or Olivia.Grew@usdoj.gov
Website: www.grants.gov
Grant ID: GD5021

Foundation Opportunities

STEM-Based Education Programs. *US Airways Education Foundation* announces funds to support educational programs that promote STEM learning among economically disadvantaged students as well as programs that address learning and academic achievement for developmentally disabled children.

Eligibility: Nonprofit organizations
Deadline: 7/1/2013
Funds: Awards available up to \$10,000
Contact: US Airways Education Foundation

FUNDING ALERT

Website: <http://www.usairways.com/en-US/aboutus/corporategiving/default.html>

Grant ID: GD5023

AIDS Issues. *Elton John AIDS Foundation* announces funds to support organizations working in collaboration with existing grantees as well as organizations engaged in policy, advocacy, and services with high HIV prevalence populations and high-prevalence geographic areas. Online letters of intent are due May 17.

Eligibility: Nonprofit organizations

Deadline: 5/17/2013

Contact: Elton John AIDS Foundation

Website: <http://ejaf.org/ejaf-grants-overview/>

Grant ID: GD5024

DC YouthLink Service Coalition. *D.C. Children and Youth Investment Trust Corporation* announces funds to support programs that will provide purposeful and developmentally appropriate opportunities to help DYRS youth thrive and achieve positive outcomes. All prospective applicants must submit a Notice of Intent to Apply to the Trust. The Notice of Intent to Apply form should be returned to the Trust by Tuesday, May 7, 2013 by 4:00pm.

Eligibility: Nonprofit organizations, for-profit organizations other than small businesses and small businesses

Deadline: 5/20/2013

Pre-Application Meeting Information: April 30, 6:00pm, May 2, 2:00pm Dorothy I. Height/Benning Neighborhood Library, Large Meeting Room, 3935 Benning Rd, NE. May 6, 10:00am THEARC 1901 Mississippi Ave., SE

Contact: Kim Paymaster at (202) 478-8025 or kpaymaster@cyitc.org

Website: <http://www.cyitc.org/grants/nofa.asp>

Grant ID: GD5013

Develop and Operate a Family Support Center. *The Far Southeast Family Strengthening Collaborative (FSFSC)* announces funds to support organizations that will develop and operate a family support center in ward 8 to support families and provide them opportunities to engage in wholesome and healthy activities toward the goal of increased stability.

Eligibility: Nonprofit organizations

Deadline: 5/31/2013

Pre-Application Meeting Information: Pre-Application Conference on April 30 at 3:00pm at the FSFSC Main Office at 2041 MLK Jr. Ave SE, Suite 304, RSVP to cmattheson@fsfsc.org

Funds: Awards available up to \$200,000

Contact: Cherise Mattheson at cmattheson@fsfsc.org

Website: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>

Grant ID: GD5011

FUNDING ALERT

Education & Welfare Programs for At- Risk Children. *Ober|Kaler* announces funds to support specific programs, such as reading and literacy programs, after-school programs, mentoring programs and parent-child education programs.

Eligibility: Independent school districts, nonprofit organizations, faith-based organizations and Local Educational Agencies
Deadline: 8/5/2013
Funds: Three awards available up to \$35,000
Contact: The Ober|Kaler Community Grants Program at (410) 685-1120 or oberkalergrants@ober.com
Website: http://www.ober.com/our_firm/community-grants
Grant ID: GD5019

Job Readiness, Placement and Socio-Entrepreneurial Pilot Program. *D.C. Children And Youth Investment Trust Corporation* announces funds to support two programs. Organizations applying for the Job Readiness Skills Training and Placement component must provide workforce preparation training that (1) leads to the attainment of an industry- or a nationally-recognized certification, and (2) results in an outcome of unsubsidized employment. Organizations applying for the Socio-Entrepreneurial Pilot Program component must provide training and support in the development of a Socio-Entrepreneurial business model and the creation of a sustainable business. All prospective applicants must submit a Notice of Intent to Apply to the Trust by Tuesday, May 10, by 4:00pm.

Eligibility: Nonprofit organizations, for-profit organizations and small businesses
Deadline: 5/24/2013
Pre-Application Meeting Information: In order to be eligible for this funding, attendance at one of the FTA sessions is mandatory for all applicants. May 7, 6:00 p.m., May 8, 10:00 a.m., May 9, 2:00 p.m. 1400 16th Street, NW, 3rd Floor (Conference Room)
Funds: \$490,000 available for two awards
Contact: Kim Paymaster at (202) 478-8025 or kpaymaster@cyitc.org
Website: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
Grant ID: GD5012

Promote Interest in Jazz, Theater & Dance. *Doris Duke Charitable Foundation* announces funds to support collaborations/partnerships to work together to increase demand for and interest in jazz, theater and contemporary dance. Letters of Intent are required and are due by May 31.

Eligibility: Nonprofit organizations
Deadline: 8/2/2013
Funds: Awards available up to \$40,000
Contact: Ben Cameron at (212) 974-7107 or BCameron@ddcf.org
Website: <http://www.ddcf.org/Programs/Arts/Initiatives--Strategies/Doris-Duke-Performing-Artist-Initiative/Doris-Duke-Building-Demand->
Grant ID: GD5018

FUNDING ALERT

Services for Wounded Veterans and their Families. *Wounded Warrior Project* announces funds for programs that provide services to veterans and service members who incurred a physical or mental injury, illness, or wound, co-incident to their military service on or after September 11, 2001, and their families. Letter of Interest is required and must be received by June 3.

Eligibility: Nonprofit organizations
Deadline: 7/8/2013
Funds: Awards available up to \$250,000
Contact: Wounded Warrior Project at or grants@woundedwarriorproject.org
Website: <http://www.woundedwarriorproject.org/grants.aspx>
Grant ID: GD5017

Additional Funding Resources and Announcements

13th Annual Public Private Partnership Conference. Join the Mayor's Office of Partnerships and Grant Services' (OPGS) and the Center for Nonprofit Advancement for the 13th Annual Public Private Partnership Conference. "Moving Forward – Building Greater Sustainability" on Friday, June 7, 8:30 a.m. – 2:30 p.m. at the World Bank Preston Auditorium, 1818 H Street, NW, Washington, DC. This comprehensive day of learning and networking will connect you with leaders from across the region and resources to grow and sustain your nonprofit. Sessions will provide learning opportunities on a variety of topics including financial management, social media, and fundraising. To register visit <http://www.nonprofitadvancement.org/2013Conference>

Technology Impact Award. 501cTECH' mission is to provide outsourced IT services and tech solutions to the nonprofit community across the Washington, DC metropolitan area. As part of its mission, 501cTECH annually recognizes two nonprofits with the Technology Impact Award. A panel of 25 local tech executives will review applications for use of a new technology (implemented within the last 12-18 months) that has improved operations, helped build skills to succeed, and allowed the organization to effectively fulfill its mission. Winners in each category (nonprofits with an operating budget of \$500K-\$2M, and nonprofits with an operating budget above \$2M) will each receive a \$7,500 CASH (unrestricted) prize and two runners-up will each receive a \$1,000 CASH (unrestricted) prize. Prospective applicants are encouraged to register for one of the FREE "how to" webinars (lasting 20-30 minutes) and then submit a simple one page electronic form no later than June 24. Eligibility requirements, webinar sign-ups and the application form are located on 501cTECH's website: www.501ctech.org. For additional information, please contact June Cartoon at jcartoon@501ctech.org.

Seeking Nonprofit Applications For Artwork Donations. The Art Connection in the Capital Region (ACCR) is currently accepting applications from nonprofit community service organizations within the Greater Metropolitan Washington, DC area interested in receiving a permanent collection of artwork for their agencies. ACCR is a nonprofit organization that enriches lives by expanding access to original works of visual art within underserved communities throughout Washington DC, Maryland and Northern Virginia. The types of organizations with which ACCR partners serve their clients directly and include: homeless and battered women's shelters, children's centers, mental health facilities, and low-income senior housing agencies, amongst several others. To learn more about ACCR contact jcavnor@artconnection-cr.org. To view recent placements, or to download an application visit: www.artconnection-cr.org

Previous Funding Resources and Announcements

Mayor Vincent Gray's "One City Fund". Mayor Vincent Gray's "One City Fund" is a \$15 million investment fund that will allow nonprofits to compete for grants of up to \$100,000 a year for projects that advance key goals. Mayor Gray has established this fund to help build "one city" by :growing and diversifying our economy; educating or preparing our residents for the emerging new economy; increasing our city's sustainability; improving the quality of

FUNDING ALERT

life for our residents. If you missed the briefing on April 15, we have attached the [link to the PowerPoint presentation](#) that was disseminated at the briefing for your information <http://.budget.dc.gov>.

Spring 2013 Community Broadband Summit. *SAVE THE DATE* for the Spring 2013 Community Broadband Summit, hosted by Connect.DC, the DC Office of the Chief Technology Officer's (OCTO) Digital Inclusion Initiative. *Digital DC: Technology Matters* will be held on Saturday, May 18, 9:30 a.m.– 4:00 p.m. at Turkey Thicket Recreation Center, 1100 Michigan Avenue, NE, Washington, DC. Join Connect.DC and other public/private sector digital experts for a full day of presentations, workshops, and networking to help you and your organization grow in knowledge and use of technology. Topics include digital fundraising, social media strategies, and engaging adaptive learners. For more information, visit <http://connect.dc.gov/event/spring-2013-cbs>

Wanting To Do Good: A Webinar About The Requirements And Pitfalls When Starting A Nonprofit. Regina Hopkins Assistant Director of the D.C. Bar Pro Bono Program will discuss the crucial topics of starting a nonprofit organization. The webinar will be held Tuesday, April 30 at 12 noon and last 60 minutes. The webinar will discuss some of the basic questions each person should ask before starting a nonprofit organization. It will also discuss how to form a nonprofit corporation in D.C. and what are the necessary steps to take in order to obtain tax exempt status. To register visit <http://www1.gotomeeting.com/register/679566233?emc=lm&m=155877&l=1&v=47471708>

Healthy Communities Nationwide Recognized. Robert Wood Johnson Foundation: Roadmaps to Health Prize . The Robert Wood Johnson Foundation's Roadmaps to Health Prize honors outstanding community efforts and partnerships across that are helping people live healthier lives. Up to six winning communities will each receive a \$25,000 cash prize and have their success stories celebrated and shared broadly with the goal of raising awareness and inspiring locally-driven change across the country. For the purposes of this prize, "a community" is defined as one of the following: town, city, county, community, or region (such as contiguous towns, cities, or counties). The application deadline is May 23. For more information visit <http://www.countyhealthrankings.org/roadmaps/prize> .

The DC Commission on the Arts and Humanities (DCCAH) FY 2014 Grant Season. The DC Commission on the Arts and Humanities (DCCAH) announces the availability of grant funds for fiscal year 2014. DCCAH provides grants, programs and educational activities that encourage diverse artistic expressions and learning opportunities, so that all District of Columbia residents and visitors can experience the rich culture of our city. Eligible applicants must be DC-based, non-profit organizations or individuals who have resided in the District of Columbia for at least one year. All eligible applications are reviewed through a competitive process. Evaluation criteria are based on 1) Artistic Content, 2) Community Impact and Engagement, 3) Organizational Capacity and Sustainability, and 4) Overall. The Request for Applications (RFA) will be available electronically beginning May 10, 2013 on our website at <http://dcarts.dc.gov/>. Applicants must apply online. Deadlines for applications will vary, beginning on June 17, 2013. For more information, contact Moshe Adams, Moshe.Adams@dc.gov (202)724-5613.

Healthy Communities Nationwide Recognized. Robert Wood Johnson Foundation: Roadmaps to Health Prize . The Robert Wood Johnson Foundation's Roadmaps to Health Prize honors outstanding community efforts and partnerships across that are helping people live healthier lives. Up to six winning communities will each receive a \$25,000 cash prize and have their success stories celebrated and shared broadly with the goal of raising awareness and inspiring locally-driven change across the country. For the purposes of this prize, "a community" is defined as one of the following: town, city, county, community, or region (such as contiguous towns, cities, or counties). The application deadline is May 23. For more information visit <http://www.countyhealthrankings.org/roadmaps/prize> .

Transportation for Elderly and Persons with Disability Program. The District of Columbia Department of Transportation (DDOT) invites interested non-profit organizations to apply for their 2013 Transportation for Elderly Persons and Persons with Disabilities (Section 5310 Program). The program provides financial assistance to non-profit organizations that include local or neighborhood based nonprofit organizations and religious or charitable organizations for the purchasing of vehicles and wheelchair equipment that can help them meet the transportation needs of elderly persons and persons with disabilities when transportation service is unavailable to meet these

FUNDING ALERT

needs. Grant applications are due Friday, May 10th. 55 M Street, SE. To RSVP or for more information, please contact Circe Torruellas of DDOT at 202-671-2847 or circe.torruellas@dc.gov

Effective Justice Initiatives Awards. Foundation for Improvement of Justice works to enhance local, state, and federal systems of justice by rewarding the accomplishments of innovative programs. Each year, awards of \$10,000 are provided to up to six nominees for justice-related programs that have proven to be effective and can serve as models for others. The award categories include the following: legal reform, crime prevention, child protection, speeding the process, effecting restitution, crime victims' rights, alternative sentencing, reducing recidivism, lowering the cost, and other significant efforts. The awards program is open to individuals, programs, and organizations within the United States. The nomination deadline is May 15, 2013. For nomination guidelines visit <http://www.justiceawards.com/awards-program.html>

Soul of the City (SOTC) Program. The Humanities Council of Washington, DC (HCWDC) is seeking applications for three grants to provide humanities programs for youth ages 14-19 in the District of Columbia, based on HCWDC's successful Soul of the City (SOTC) Program. HCWDC has presented SOTC for almost a decade to hundreds of young people. It emphasizes one of the Council's core beliefs that effective leadership can be cultivated through a curriculum that combines humanities concepts with skill building. SOTC encourages young people to view their city, their country and their world in new ways and prepares them for leadership. Each grant is \$10,000 and applications are due May 3. The HCWDC is providing a prospectus that will help potential grantees design a high quality humanities program that will; Use humanities ideas, disciplines and concepts to help youth understand themselves and the human experience, Provide tools to encourage youth to improve themselves and the world in which they live, and create confident, service-oriented leaders with increased communications and critical thinking skills. Funding for these grants is provided by the DC Commission on the Arts and Humanities. For more information contact Mark Smith at msmith@wdchumanities.org.

Responsible Sports™ Community Grant. Liberty Mutual Foundation is awarding Grants of \$2,500 to non-profit youth sports organizations and educational athletic programs (e.g., teams and leagues) that promote the values of responsible sport parenting and/or coaching. The purpose of these grants is to encourage youth sports organizations to provide helpful advice and useful tools about responsible parenting or coaching that can be applied universally among young athletes both on and off the field. From now until May 31, 2013 community residents will help their local youth sports organizations win grants by completing a Responsible Sport Parenting or Coaching course and quiz and crediting it to them. For more information visit http://www.responsiblesports.com/community_grants/community_grant_details.aspx

Funding Alert is a publication of the Mayor's Office of Partnerships and Grant Services. To start your own online subscription to *Funding Alert* or to access the archives, visit <http://opgs.dc.gov>, Information, Grant Funding Alerts. Any information to be posted in the *Funding Alert* should be submitted to pat.henry@dc.gov by the close of business on Thursdays for inclusion in the following week's issue.